

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
1400-713 (HR-230)P

February 24, 2000

EMS TRANSMISSION

Information Bulletin No. HR-2000-052

To: All BC, HR, NI, NPIT, RS, and WO BIA Field Liaison Office Employees

From: Director, National Human Resources Management Center

Subject: Interest Announcement for Collateral Duty Diversity Awareness and
Improvement Team Members

DD: 03/08/2000

The National Human Resources Management Center's Equal Employment Opportunity (EEO) Group is recruiting interested employees to fill the positions of Black Employee Program Coordinator (BEPC), Hispanic Employee Program Coordinator (HEPC), Asian Pacific American Program Coordinator (APAPC), American Indian/ Native American Employee Program Coordinator (NAEP), Employees with Disabilities Program Coordinator (EDPC), and Federal Women Program Coordinator (FWPC). The above program coordinators will make up the Diversity Awareness and Improvement Team (DAIT).

The DAIT will be responsible for assisting the EEO Group and the DAIT Team Leader with developing, coordinating and conducting the "Diversity Week Seminars and Lunch," the "Bring-Your-Child-to-Work-Day," and some of the other EEO activities.

Candidates for the DAIT are volunteers willing to participate in a two-year collateral duty position, regularly attend the DAIT meetings, take on some additional duties during regular business hours, participate in EEO activities, and have their supervisor's approval to participate.

The DAIT Team Leader will notify those candidates, who are selected as DAIT members, and their supervisors via E-mail. Additionally, supervisors of the DAIT members will receive a memorandum of understanding for the member's signature and the supervisor's signature, and a position description addendum for the member.

We encourage individuals interested in participating in the DAIT, and interested in learning

about the EEO Group to apply. After the attached application form is completed and approved by your supervisor it is to be forwarded to Teresa Milner, Diversity Team Leader, at HR-230, by **Close of Business Wednesday, March 8, 2000.**

If you need additional information, or have any questions, please contact Teresa Milner, at (303) 236-0697.

Signed
Linda D. Sedbrook
Director

Authenticated
Darlene Robitaille
Secretary

Attachments

1 – Application Form (1p)

Distribution

WO-107-D, Reading File
RS-150A, BLM Library
NI-101, Reading File
HR-230, Reading File

APPLICATION FOR DIVERSITY TEAM MEMBERSHIP

Name: _____

Your Telephone Number: _____

Title of Present Position: _____

Center: _____

Office Code: _____

Supervisor's Name: _____

Supervisor's Telephone Number: _____

In 50 words or less describe why you are interesting in joining the DAIT:

Please indicate the program you are interested in by checking on the below boxes:

- ☐ Black Employee Program Coordinator
- ☐ Hispanic Employee Program Coordinator
- ☐ Asian American Employee Program Coordinator
- ☐ Native American Employee Program Coordinator
- ☐ Disabled Employee Program Coordinator
- ☐ Federal Women Program Coordinator

Applicant's Signature

Date

Supervisor's Signature

Date